

STATE OF INDIANA MINORITY BUSINESS DEVELOPMENT

CERTIFICATION CHECKLIST

Company Name:

Date

Entered into Database by

A. ☐ MBE Certification ☐ WBE Certification ☐ DBE Certification

B. ☐ New Certification ☐ Recertification

C. ☐ Contractor ☐ Subcontractor ☐ Consultant ☐ Supplier ☐ _____

D. ☐ Sole Proprietor ☐ Partnership ☐ Corporation

E. ☐ Home State is Indiana ☐ Out of State Firm ☐ Home State Certification included

F. ☐ SBA 8(a) Certified; Date 8(a) Certification Awarded: ☐ 8(a) Verified

G. ☐ Denied Certification Included

Item	Received	Verified By	Date	Comments
For All Applications				
Birth Certificate/Ethnic Documents	<input type="checkbox"/>			
Work Resume of Owner(s)	<input type="checkbox"/>			
Description of Real Estate and Title	<input type="checkbox"/>			
Description of Equipment	<input type="checkbox"/>			
Equipment Leases	<input type="checkbox"/>			
Office Lease	<input type="checkbox"/>			
Relevant Licenses	<input type="checkbox"/>			
Signed Loan Agreements	<input type="checkbox"/>			
List of active contracts	<input type="checkbox"/>			
Vehicle Titles	<input type="checkbox"/>			
Notarized Signature	<input type="checkbox"/>			
(Certification Coordinators Only)				
Proof of Initial Investment	<input type="checkbox"/>			
Sole Proprietor				
Personal Tax Return - W2 - current	<input type="checkbox"/>			
Income Statements - Balance Sheets	<input type="checkbox"/>			

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Partnership				
Personal Tax Return W2 - current	<input type="checkbox"/>			
Partnership Tax Return - current year	<input type="checkbox"/>			
Partnership Agreement	<input type="checkbox"/>			
Income Statements - Balance Sheet	<input type="checkbox"/>			
Corporation				
Articles of Incorporation (State seal)	<input type="checkbox"/>			
By-Laws	<input type="checkbox"/>			
Minutes of Board Meetings	<input type="checkbox"/>			
Stock Certificates (both sides)	<input type="checkbox"/>			
Shares Ledger	<input type="checkbox"/>			
Corporate Bank Resolutions/Cards	<input type="checkbox"/>			
Personal Tax Return - current year	<input type="checkbox"/>			
Corporate Tax Returns - current year	<input type="checkbox"/>			
Income Statement Balance Sheets	<input type="checkbox"/>			
Schedule of salaries to officers, etc.	<input type="checkbox"/>			
Suppliers				
How large of an inventory maintained	<input type="checkbox"/>			
Where is inventory maintained	<input type="checkbox"/>			
From who is inventory purchased	<input type="checkbox"/>			
Type of delivery system used	<input type="checkbox"/>			
Receipts for purchase of supplies	<input type="checkbox"/>			
DBE Certification				
On-site performed	<input type="checkbox"/>			
Personal Networth Statement	<input type="checkbox"/>			
Driver's License	<input type="checkbox"/>			
15th Largest Contract / Past 3 Years	<input type="checkbox"/>			
Special Provisions Sheet	<input type="checkbox"/>			

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Item	Received	Verified By	Date	Comments
Other				

Comments